

**SPECIFICATIONS FOR THE
DEVELOPMENT OF A CHILD SAFETY SEAT
PROGRAM**

Prepared by:

**Illinois Department of Transportation
Division of Traffic Safety
in cooperation with the
U. S. Department of Transportation
National Highway Traffic Safety Administration
(Revised 4/06)**

CHILD SAFETY SEAT PROGRAM

I. INTRODUCTION

II. APPLICANT AGENCY REQUIREMENTS

- A. Eligibility**
- B. How to Apply**

III. DIVISION OF TRAFFIC SAFETY REQUIREMENTS

- A. Project Approval**
- B. Reimbursement**
- C. Reporting Requirements**
- D. Project Monitoring**
- E. Revisions**

Attachment 1. Highway Safety Project Request Form

Attachment 2. Non Law Enforcement Claim for Reimbursement Packet

Attachment 3. Report Forms

Attachment 4. Progress Report

Attachment 5. Program Income Report

CHILD SAFETY SEAT PROGRAM

I. INTRODUCTION

Traffic crashes are the leading Killer of Kids! Six out of ten children who die in crashes are completely unbuckled. In Illinois for the year 1995, 25 children, from birth through five years of age, were killed and over 2,700 were injured as a result of motor vehicle crashes. Researchers estimate that deaths could be reduced by 71 percent and injuries by 67 percent with the proper use of federally-approved child safety seats.

Public Act #83-8, The Child Passenger Protection Act, has been in effect in Illinois since July 1, 1983. The law, amended effective January 1, 2004, requires anyone who transports children of Illinois in non-commercial vehicles to do so according to the following rules:

- Children under the age of eight years must be secured in an approved child restraint system, more commonly called a child safety seat or booster seat.
- Eight and up to 16 years of age must be secured by a safety belt.
- Parents or legal guardians of children under the age of eight years are responsible for providing a child safety/booster seat to anyone who transports his or her child.

The penalties for not complying with this law are as follows:

- **First Offense:** \$50 fine waived with proof of possession of a child safety seat.
- **Second Offense:** Up to \$100 fine for all subsequent offenses.

In order to aid local communities in reducing the death and injury rate to children age birth to eight years, the Illinois Department of Transportation, Division of Traffic Safety, established a child safety seat education and distribution program. The program is designed to distribute child safety seats, especially to under served populations and conduct public information and education campaigns targeting parents. A recent study reported in the journal *Pediatrics* concluded, “**Driver restraint use was the strongest predictor of child restraint use ... A restrained driver was three times more likely to restrain a child.**” The bottom line is that **adults, who don’t buckle up themselves, don’t buckle up their children.** Local agencies meeting various program requirements detailed in the following pages may apply for funding to purchase approved seats and other safety materials.

II. APPLICANT AGENCY REQUIREMENTS

A. Eligibility

Approved projects are funded on a reimbursement basis; that is, **eligible documented project expenditures will be reimbursed to the applicant agency**. Eligible expenditures are addressed in B. How To Apply, 5G.

The applicant agency agrees to the following:

1. to select child safety seats which meet federal standards and address the needs of the targeted families;
2. to identify one or more persons associated with the applicant agency who will train staff and/or volunteers on the correct installation of the chosen child safety seat(s), using methods approved by the National Standardized Child Passenger Safety Training Program Curriculum;
3. to verify that the lead trainer is a currently certified child passenger safety technician as defined through National Highway Traffic Safety Administration's (NHTSA) certification guidelines;
4. to provide each parent with complete instructions on correct installation of the safety seat and document the information given;
5. to keep an inventory listing of the safety seats distributed including the name, address, driver license and phone number of the person receiving the seat;
6. to report data on the number of child safety seats checked, distributed, and replaced through the www.buckleupillinois.org website or other means specified by IDOT, DTS;
7. to list accurate child safety seat fitting station information on NHTSA and IDOT, DTS websites;
8. to design and keep on file a distribution form which meets the requirements of the agency's legal representative and is signed by both the parent and staff who provide instructions on correct installation to the parent; and
9. to evaluate the effectiveness of their child safety seat distribution program.

B. How to Apply

Applications for funding are to be submitted on a **Highway Safety Project Request** form **by May 31 each year**. All projects will **begin October 1** and **conclude September 30**. The Highway Safety Project Request form can be found in Attachment 1.

The instructions for completing the request are detailed in the following pages. Division of Traffic Safety (hereafter, DTS) personnel are available to help in the preparation of your request.

1. **Applicant Agency** - enter the name and address of the agency requesting funding (i.e., civic organization, hospital, health department, farm bureau, home extension, local governmental agency, etc.). Enter your Taxpayers Identification Number (TIN) on the appropriate space.
2. **Project Title** – enter the title of your project.
3. **Starting Date** - October 1.
4. **Expiration Date** - September 30.

Project Description - the initial request shall include an attachment which provides the five parts described below:

- A. **Identification of the Problem.** The applicant agency shall describe why a Child Safety Seat project is being requested. (Include crash data, the absence of or insufficient number of safety seat distribution programs, and the population target).
- B. **Background.** A description of the community, population and annual birth rate will be provided.
- C. **Objectives.** The objectives for Phase I shall address the tasks to be accomplished in establishing the Child Safety Seat Program. The objectives for Phase II shall address the actual distribution or loan of the seats. A long range goal shall be developed which details the overall purpose of the program and states the results you expect from this project. Goals shall reflect what you plan to achieve during Phase I and Phase II of this program. **Overall goals you may wish to consider include:**
 - The successful establishment of the child safety seat loan or distribution program.
 - The number of children who will benefit from this program. (The number of seats to be

distributed).

- The public information and education campaign stressing the benefits of child safety seats.
- Evaluation of long-term and correct usage of child safety seats by targeted population.

5F. **Project Description Summary** Using the information from 5A-E, summarize in 100 words or less the proposed project plan.

5G. **Project Budget.** The following line item is eligible for federal reimbursement in a Child Safety Seat Program:

Equipment: Safety seats and locking clips.

6. **Agreement Conditions and Certifications** - The contract provisions printed in **Sections 8, 9 and 10 of the Request form should be read carefully.** Described are the general terms and obligations to which the local agency agrees when accepting a Highway Safety grant.

7A. **Project Director** - The person with direct knowledge of the day-to-day operation of the project.

7B. **Authorizing Representative** - The person with the authority to obligate funds on behalf of the applicant agency.

The completed request is to be mailed to:

Michael R. Stout, Director
IL Division of Traffic Safety
3215 Executive Park Drive
Springfield, IL 62794

D. **Methods of Procedure.** The project is to be divided into Phase I and II. Actual distribution of the seats (Phase II) cannot begin until all tasks in Phase I are completed.

1. **The following tasks shall be identified in Phase I:**

- Consult with DTS staff for input prior to the selection and purchase of the safety seats. Avoid those seats for which recall notices have been issued.
- Attend a 4 or 5 day **NHTSA Standardized Child Passenger Safety Technical Training** program and complete all activities necessary for certification as a technician.
- Design a public information and education campaign. Describe the initiating or continuance

of the program.

- Plan and conduct specific activities for Child Passenger Safety (CPS) Week in February and Buckle Up (BUA) Week in May.
- In recognition of **Child Passenger Safety Week** and **Buckle Up America Week**, each project will be required to:
 - a) conduct at least one (1) media event, press conference or multiple-media activity for each campaign and involve key community leaders and/or local activists;
 - b) plan week-long activities for both campaigns that increase public awareness of the issues;
 - c) submit a list of planned activities to IDOT for CPS Week by January 15 and for BUA Week by April 15.
 - d) submit a report of completed activities for CPS and BUA Weeks two weeks after each campaign.
- Prepare and submit for approval a Distribution Agreement form which meets the legal requirements of the applicant agency.
- Verify that all staff involved in direct distribution and installation of child safety seats have attended a National Standardized Child Passenger Safety Training program.

2. **The following tasks shall be identified in Phase II.**

- Distribution of the seats shall only be made to the target audience by currently nationally certified child passenger safety technicians. Details of the safety seat distribution program shall be approved by IDOT, DTS.
- An evaluation of the program will be developed and administered by the grantee to monitor increased and correct usage of child safety seats by target population.

3. **A timetable shall accompany the request.**

- The timetable shall depict the time allotted to complete each task within Phase I and Phase II. Typically three months would be needed to complete Phase I and nine months for Phase II. Phase II is not to begin until the tasks listed under Phase I have been completed and approved by IDOT, DTS.

E. **Method of Evaluation**. The applicant agency shall acknowledge that the program will be evaluated administratively by IDOT, DTS. The evaluation will include:

1. Timely completion of activities scheduled in Phase I and Phase II.
2. The development and implementation of the public information and education campaigns for the program and in recognition of **Child Passenger Safety** and **Buckle Up America** weeks.
3. An evaluation of the effectiveness of the program in increasing long-term correct usage of child safety seats.

III. IDOT REQUIREMENTS

A. Project Approval

Each request for funding will be assigned to a Project Manager who will work directly with the applicant agency. Project approval depends on the availability of funds and project compliance with these specifications. If the request is approved, a Highway Safety Project Agreement form will be sent to the local agency for signatures of the project director and the authorizing representative. When the agreement is returned, it is signed by the Governor's Representative for Highway Safety. The executed agreement becomes a legally binding contract by which the project will be administered.

B. Reimbursement

Highway safety programs are funded on a reimbursement basis. That is, the applicant agency pays the cost of program operation using local funds and then submits either monthly or quarterly, an "Illinois Traffic Safety Program, Claim for Reimbursement" form to the assigned DTS liaison. Directions for completing the claim for reimbursement are included on the back of the claim form. DTS staff will assist grantees in preparing their claims if requested.

C. Reporting Requirements

DTS's overall assessment of the effectiveness of the program will be based on the successful completion of the scheduled tasks (administrative evaluation).

- (1). Progress **reports** must be submitted monthly throughout the project period. The report is due by the 10th of the following month. The report shall include the progress of the project in terms of the established timetable and any modifications that were necessary. This report shall provide the progress for **each objective**, according to the agreement. See attached report form in Attachments #3 and 4.
- (2) A **final report** must be submitted by November 1, following the expiration date of the project. It shall include a summary of the activities conducted during the entire project period, whether or not all the objectives were met, problems or successes encountered and how the project activities affected occupant protection usage.
- (3) A **Program Income Report** (Attachment 2) must be filed to report any income generated by the program and show that, by the end of the grant period, all program income is re-invested in the program.

D. Project Monitoring

DTS will conduct on-site monitoring visits to ensure that project activities are on schedule, to provide assistance as needed and to observe the conduct and adequacy of the project. Failure to maintain operation of the project at the level agreed upon in the approved highway safety agreement could result in the termination of funding. DTS will conduct planned and unannounced on-site visits during the project period.

E. Revisions

Any alteration to the approved Highway Safety Agreement must be requested in **writing** as stated in the "Agreement Conditions and Certifications".

Typical reasons for a request for alteration could be a revised timetable, operational change, or a budget revision. Justification must be furnished for all changes at the time of the request. The Project Director must not implement the alterations until a written response is received from DTS.

Attachment 1

Highway Safety Project Request Form

HIGHWAY SAFETY PROJECT INSTRUCTIONS

(To be Used in Preparing a Project Request)

The instructions for completing the request form are detailed as follows. IDOT, Division of Traffic Safety personnel are available to help at any stage in the preparation of a request.

1. **Applicant Agency:** Enter the name and address of the applicant agency responsible for this project request. Enter your Taxpayers Identification Number (TIN) or the Federal Employee Identification Number (FEIN) on the appropriate space.
2. **Project Title:** Enter the name of the project title for which you are applying.
3. **Starting Date:** Leave Blank
4. **Expiration Date:** Leave Blank
5. **Project Description:** This description will be reviewed to determine the benefit to the applicant agency's service area and to the Illinois Highway Safety Program. For this reason, it is important that the project description be clearly stated in sufficient detail so that all factors can be properly evaluated. On an attachment entitled "Project Description", please provide the following:
 - A. **Problem Statement:** The applicant agency should provide information/data reflecting the traffic safety problem to be solved, conditions which exist, or will exist, that require correction.
 - B. **Background:** Items to be included under this heading are as follows:
 - (1) **General Characteristics:** A description of the service area of the applicant agency including, but not limited to information on population and geographic characteristics.
 - (2) **Previous Attempts to Solve Problem:** Describe past and current efforts to resolve the problem detailed in the Problem Statement.
 - (3) **Crash Data:** Provide pertinent motor vehicle crash data (fatalities and injuries) for each of the previous (3) years.
 - C. **Project Goals and Objectives:** State the primary goal of the project, such as, the reduction of traffic crashes, fatalities, etc. Then indicate the project objectives which are designed to help accomplish the goal. Indicate how these will contribute to the Division of Traffic Safety's goals and their attainment. The goal should be stated in measurable terms directly related to the problem. Objectives should be measurable and realistic with a reasonable probability of achievement.
 - D. **Methods of Procedure:** List all tasks or activities necessary to reach the project objectives. Each major step should be described in detail with an estimate of how long it will take to complete. A timetable/calendar can be included.
 - E. **Method of Evaluation:** Explain the evaluation procedures and the types of data that will be collected and reported monthly to DTS. The evaluation should:
 - (1) include a timetable to indicate progress;
 - (2) provide a before and after comparison of the problem;
 - (3) measure project benefits in terms of the goal;
 - (4) identify who will conduct the evaluation, and
 - (5) describe the information to be used in evaluation.
 - F. **Project Description Summary:** Using the above information, summarize in 100 words or less the proposed project in 5F
 - G. **Budget Summary:** The Highway Safety Program operates on a cost-reimbursement basis; therefore a local source of operating funds is required for all projects. Actual funding of the project will be in accordance with an approved agreement. Only those items included in the budget are reimbursable.

The budget should cover the entire period of project operation. Costs are divided into nine categories. Not all categories may be required for a project. On an attachment, please provide the following information, which details anticipated project costs:

Personal Services: List titles, responsibilities and salaries of persons working on the project, along with an indication of full or part-time. If full-time, list the monthly and annual salary. If part-time, list the number of hours assigned to the project and hourly rate.

Fringe Benefits: State the **employer's** retirement and health insurance costs for the employees assigned to the project.

Social Security: State the **employer-paid** percent multiplied by the total of personal services.

Travel: Indicate travel costs related to the project including mileage, per diem, and lodging rate allowable by applicant agency or the state of Illinois; whichever is less.

Contractual Services: List the cost of work which will be performed by a consulting firm or person(s) on contract. Contractual Services category may also include expenditures for rental of equipment and postage.

Printing: Indicate the charges for forms, reports, pamphlets, etc.

Commodities: List items and costs for the acquisition of property of a consumable nature, i.e., office supplies.

Equipment: Identify cost for items such as a computer, printer, and enforcement equipment.

Operation of Automotive Equipment: List the estimated mileage that will be required for vehicles being utilized in the project. Multiply this by the current approved state mileage rate. This represents the cost for fuel, maintenance, and insurance.

Indirect Costs: Indirect costs are available to state universities only. Those costs will be limited to a maximum of 15 % of Personal Services, Fringe Benefits and Social Security totals. Any other Indirect Costs proposals, with justification, will be considered but require additional reviews before approval.

Using the above itemization, transfer the total amounts indicated to the Project Budget, Item 5G.

6. Agreement Conditions and Certifications: The conditions and certifications attached to the request describe the terms and obligations to which the agency agrees when accepting a grant award. Agency officials must assure compliance with all conditions and certifications.
- 7A. Project Director: The person identified by the applicant agency to act as a liaison to IDOT. Type in name, title, mail and email address, telephone and fax numbers. The assigned project director must sign the request.
- 7B. Authorizing Representative: The person responsible for authorization to expend funds. Type in name, title, mail and email address, telephone and fax numbers. The authorizing representative must sign the request.

Please mail your original and three (3) copies of the completed Highway Safety Project Request and attachments to:

Michael Stout, Director
Illinois Department of Transportation
Division of Traffic Safety
3215 Executive Park Drive
Springfield, IL 62794-9245

Revised 3-06

TS 01 Highway Safety Project Request Form & Instructions



Illinois Department of Transportation

Division of Traffic Safety
3215 Executive Park Drive
Springfield, Illinois 62794-9245

Highway Safety Project Agreement, Conditions and Certifications

1A. GRANTEE:	2A. Project Title		
1B. Address:	FOR OFFICE USE ONLY 2B. Project Number: 2C. PSP/Task: 2D. PSP Title: 2E. CFDA Number and Name: 2F. Year of Funding:		
TIN/FEIN:			
5A-E. Project Description: See Attached	It is understood and agreed by the GRANTEE that this project is subject to Sections 5A-5E of the attached Project Description. 3. Starting Date: October 1, 2006 4. Expiration Date: September 30, 2007		
5F. Project Description Summary:			
	5G. Proposed Project Budget	Federal Funds	
	Personal Services		
	Fringe Benefits		
	Social Security		
	Travel		
	Contractual Services		
	Printing		
	Commodities		
	Equipment		
	Operation of Auto/Equipment		
	Indirect Costs		
	Totals		
6. A. It is understood and agreed by the undersigned GRANTEE that this project is subject to all attached Highway Safety Project Agreement Conditions and Certifications in Sections 8, 9 and 10 and any other attachments as required. B. Obligation of the State of Illinois and the Illinois Department of Transportation shall cease immediately, without penalty or further payment required if, in any fiscal year, the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available funds for this agreement. C. By signing this Highway Safety Project Agreement, the undersigned affirms that he or she has read and will comply with and assures continued compliance with each of the attached conditions and certifications, that the required responses and communications with the DEPARTMENT are true and correct and that the signatures below constitute an endorsement and execution of each condition and certification and assurance as though each was individually signed.			
7A. GRANTEE Project Director: Name: Title: Address: Phone: Fax: E-Mail: _____ Signature: _____ Date: _____	7B. GRANTEE Authorizing Representative: Name: Title: Address: Phone: Fax: E-Mail: _____ Signature: _____ Date: _____		

7C. Illinois Department of Transportation:

Signature _____ **Date** _____
Michael R. Stout, Director, Division of Traffic Safety

DTS-HSP-1 (Rev. 3/06)

5. Project Description

A. PROBLEM STATEMENT

B. BACKGROUND

C. PROGRAM GOALS and OBJECTIVES

D. METHODS OF PROCEDURE

E. ASSESSMENT AND EVALUATION

Budget FY 2007

PERSONAL SERVICES (Refer to 5G)

TOTAL \$0

FRINGE BENEFITS (Employer's Share) (Refer to 5G)

TOTAL \$0

SOCIAL SECURITY (Employer's Share) (Refer to 5G)

TOTAL \$0

TRAVEL (Refer to 5G)

TOTAL \$0

CONTRACTUAL SERVICES (Refer to 5G)

TOTAL \$0

PRINTING (Refer to 5G)

TOTAL \$0

COMMODITIES (Refer to 5G)

TOTAL \$0

EQUIPMENT (Refer to 5G)

TOTAL \$0

OPERATION of AUTOMOTIVE EQUIPMENT (Refer to 5G)
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@ \$.405 per mile

TOTAL \$0

INDIRECT COSTS (IF APPLICABLE) (Refer to 5G)

\$ _____ x _____ %

TOTAL \$0

Section 8. Highway Safety Project Agreement Conditions and Certifications

The following certifications, assurances, general conditions of approval and procedural guidelines constitute a part of the Highway Safety Project Agreement. Signatories of the Highway Safety Project Agreement Conditions and Certifications agree that these conditions and procedures will be adhered to unless amended in writing. Any State or Federal statute, administrative rule, regulation or other publication referred to in this agreement may not contain the complete language. The official published text, which is incorporated herein by reference, shall be the controlling authority for this agreement.

State of Illinois Certifications, Assurances and Conditions of Approval

A. Laws of Illinois. The Highway Safety Project Agreement ("AGREEMENT") between the Applicant Agency ("GRANTEE") and the Illinois Department of Transportation ("DEPARTMENT") shall be governed in all respects by the laws of the State of Illinois.

B. Agreement Alterations or Modifications

All alterations or modifications to the AGREEMENT provisions, conditions or certifications must be requested in writing and must be approved by the DEPARTMENT in writing, before work is started, to become effective and part of the AGREEMENT. No oral understanding or agreement shall be binding upon either party.

C. Procurement Procedures

All procurement transactions for contractual services, commodities and equipment shall be conducted in a manner that provides maximum open and free competition. The GRANTEE shall also meet the following minimum procedural requirements, as well as any specific procedures written into the narrative of this agreement.

1. Solicitations of offers shall include a description of the technical requirements for the products or service to be procured.
2. Awards shall be made only to responsible bidders that can meet the preceding requirements.
3. Small purchase procedures, which consist of obtaining verbal or written price or rate quotations from at least three qualified sources, may be used for products or services having a total value of not more than \$10,000. Purchase is to be made from vendor with lowest quote.
4. Formal advertising procedures shall be used for products, which may include associated nonprofessional services having a total value of more than \$10,000. An invitation for bids, with item specifications and supplier requirements, shall be publicly advertised. In addition, bids shall be solicited from an adequate number of known suppliers. Bids shall be opened publicly and a fixed-price contract award made to that responsible bidder whose bid, conforming to the invitation for bids, is lowest; unless that bid is rejected because of sound and documented business reasons to further the best interest of the project.
5. Competitive negotiation procedures shall be used to procure services having a total value of more than \$10,000. The Request for Proposal shall be publicized and proposals shall be solicited from an adequate number of qualified sources. Negotiations are normally conducted with more than one source and a cost-reimbursement contract shall be awarded based on a technical evaluation of the proposals received. Award may be made to the responsible offeror whose proposal will be most advantageous to the procuring party, price and other factors considered. Unsuccessful offerors should be notified promptly.
6. Non-competitive negotiation, the procurement through solicitation of a proposal from one source, is allowed if the products or services are available only from a single source or, if after a number of sources have been solicited, competition is determined inadequate. The DEPARTMENT must authorize this procedure.
7. The GRANTEE will take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible.
8. The GRANTEE shall maintain records sufficient to detail the significant history of procurement. These records shall include, but are not necessarily limited to, information pertinent to: rationale for the method of procurement, selection of contract type, contractor selection or rejection and basis for the cost or price.

9. No employee or representative of the DEPARTMENT or the GRANTEE shall participate in the procurement of products or services if a conflict of interest, real or apparent, would be involved. Nor shall such persons solicit or accept anything of monetary value from bidders or suppliers.
10. The GRANTEE must comply with any special conditions detailed in the contract, the Illinois Procurement Code (30 ILCS 500) and any local ordinances or regulations.

D. Requirements for Consultant Contracts and Subcontracts

After a consultant and/or subcontractor is selected in accordance with all requirements of this AGREEMENT including the Section titled Procurement Procedures, as detailed herein, the consultant contract or subcontract shall be submitted to the DEPARTMENT for approval prior to execution. The GRANTEE and consultant and/or subcontractor are subject to all conditions and certifications of this AGREEMENT and 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments or 49 CFR Part 19 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, whichever is applicable.

E. Travel Out of State

All out of state travel requires specific approval from the DEPARTMENT on a case by case basis. To allow adequate time for approval out of state travel must be submitted for approval at least thirty (30) days prior to the planned trip.

F. Method of Payment

Funds shall not be advanced to the GRANTEE but rather reimbursed for actual expenditures upon submission of proper supportive documentation. Copies of the original source records which evidence all expenditures shall be submitted with claims for reimbursement of costs. Only those costs incurred within the approved project period and budget are eligible for reimbursement.

1. Because the DEPARTMENT is responsible for obtaining federal reimbursement for project expenditures, it is necessary that the DEPARTMENT monitor all procedures and documents which will be used to claim and support project related expenditures. Original documentation to verify the amounts, uses and recipients of all disbursements of funds shall be retained in accordance with 49 CFR Part 18, Subpart A, Section 18.42 and shall be available for audit at any time during the project and retention period.
2. Proper supportive documentation required for costs incurred is described in the guidelines entitled, "Procedures for Submittal of Claims for Reimbursement," incorporated herein by reference and which shall be furnished by the DEPARTMENT to the GRANTEE with the executed AGREEMENT.

Claims for reimbursement shall be in accordance with the rates established in the Proposed Project Budget established in this AGREEMENT and shall be submitted on a monthly or quarterly basis. All claims shall be signed by both the Project Director and the GRANTEE'S Authorizing Representative. The final claim for reimbursement must be received by the DEPARTMENT by November 1 or within 30 days following the expiration of the grant, whichever is earlier, to receive payment.

4. Claims for reimbursement by the GRANTEE to the DEPARTMENT pursuant to this AGREEMENT shall be sent to your assigned Department contact.

G. Allocation of Grant Funds.

1. The GRANTEE may spend only those funds which are eligible for reimbursement by the DEPARTMENT. This grant authorizes the GRANTEE to request reimbursement for no more than the limits established by the Proposed Project Budget.
2. Prior approval from the DEPARTMENT is required for all fund transfers between cost categories of the Proposed Project Budget. The GRANTEE must submit a written request to the DEPARTMENT detailing the amount of transfer, the cost categories from and to which the transfer is to be made, and the rationale for the transfer.

H. Termination or Cancellation of the Highway Safety Project Agreement

No termination or cancellation of the AGREEMENT shall be effective unless the following conditions are met:

1. The obligation of the State of Illinois and the DEPARTMENT shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or Federal funding source fails to appropriate or otherwise make available funds for the contract.
2. This AGREEMENT may be terminated or cancelled by either party upon thirty (30) days written notice.
3. Failure to carry out the conditions set forth herein shall constitute a breach of the AGREEMENT and may result in termination of the AGREEMENT or such remedy as appropriate. Upon termination, the GRANTEE will be paid for work satisfactorily completed prior to the date of termination.

I. Project Monitoring

1. The GRANTEE agrees to submit a report monthly or as otherwise stipulated in the AGREEMENT of all safety activities related to the grant and/or contract using the template provided by the DEPARTMENT. Additionally, the GRANTEE must inform the DEPARTMENT as soon as possible of any issues/events that may have significant impact on grant activity or accomplishment.
2. The GRANTEE agrees to attend quarterly progress meetings upon request of the DEPARTMENT to provide information and discuss the accomplishments and expectations of the Highway Safety Project.
3. The DEPARTMENT may conduct periodic on-site reviews of all ongoing highway safety projects to monitor adherence to the AGREEMENT and to review progress, procedures and claims for reimbursement.
4. The final report shall be submitted to the DEPARTMENT within thirty (30) days after the expiration date of the project or as stipulated in this AGREEMENT.
5. GRANTEE will obtain prior approval from the DEPARTMENT with respect to all enforcement locations.

J. Prior Approval of Media and Ownership of Data and Creative Material

1. All articles, publications, news releases, exhibits, video, audio materials, reports and all other work products produced by the GRANTEE under this grant and/or contract shall be submitted to the DEPARTMENT for approval prior to development and shall become and remain the property of the DEPARTMENT.
2. All articles, publications, news releases, exhibits, video or audio materials prepared by the GRANTEE shall use the DEPARTMENT'S logo and shall identify the DEPARTMENT as the funding source by including the statement: "This project is funded by the Illinois Department of Transportation."
3. The DEPARTMENT reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for State or federal government purposes: (a) the copyright in any work developed under a grant, sub grant, or contract under a grant or sub grant; and (b) any rights of copyright to which a GRANTEE, sub grantee, or a contractor purchases ownership with grant support.
4. TDD. All printed, visual and auditory materials, which contain a phone number, must also contain a TDD number. The Ameritech relay number 800-526-0844 (TDD only) may be used to fulfill this requirement.
5. Closed Captioning. All public service announcements funded, in whole or in part, through this federal highway safety program must be closed-captioned for the hearing impaired.
6. GRANTEE will invite members of the DEPARTMENT to attend media events.
7. GRANTEE will coordinate with the DEPARTMENT to arrange photographic opportunities for major events.

K. Illinois Human Rights Act

The GRANTEE will comply with the Illinois Human Rights Act (775 ILCS 5/1-101 et. seq.) with respect to public contracts, including equal employment opportunity, refraining from unlawful discrimination and having a written sexual harassment policy.

L. Safety Belt Use Requirements

1. In accordance with the Illinois Mandatory Seat Belt Law (625 ILCS 5/12-603.1) the GRANTEE shall establish a safety belt use policy requiring employees to use the appropriate occupant restraint protection devices as provided in the vehicle being driven while on official business.
2. A copy of the safety belt policy shall be retained locally in the project file and available for review by representatives of the DEPARTMENT.

M. Indemnification

Unless prohibited by State law, the GRANTEE agrees to hold harmless the DEPARTMENT, its officials, employees and agents, from any and all losses, expenses, damages (including loss of use), suits, demands and claims arising from any work or services associated with this Agreement, and shall defend any suit or action, whether at law or in equity, based on any alleged injury or damage of any type arising from the actions or inactions of the GRANTEE and/or the GRANTEE'S employees, officials, agents, contractors and subcontractors, and shall pay all damages, judgments, costs, expenses and fees, including attorney's fees, incurred by the DEPARTMENT and its officials, employees and agents in connection therewith.

N. Illinois Grant Funds Recovery Act

Grant Funds are available for expenditure or obligation by the GRANTEE for the time period of this AGREEMENT. If the GRANTEE received reimbursement for an obligation that was either cancelled or refunded, those funds must be returned to the State within forty-five (45) days of the end of the AGREEMENT or expiration of the time period grant funds are available for expenditure or obligation by the GRANTEE. Any grant funds which have been misspent or are being improperly held are subject to recovery in accordance with the "Illinois Grant Funds Recovery Act." (30 ILCS 705).

O. Educational Loan Default Act

The GRANTEE certifies that he/she is not in default on an education loan as provided in the Educational Loan Default Act. (5 ILCS 385/0.01 et. seq.)

P. Property and Equipment

1. The GRANTEE shall maintain an inventory of all property and equipment purchased under this AGREEMENT. The requirements relative to equipment inventory, use and disposition are detailed in the publication "Property Management Standards" furnished upon request by the DEPARTMENT.
2. The property and equipment purchased under this grant must be utilized by the GRANTEE for the sole purpose of furthering the safety project as defined in the project description for its entire useful life.
3. The DEPARTMENT and National Highway Traffic Safety Administration (NHTSA) retain title interest in all property and equipment purchased under this grant. In the event that the GRANTEE fails or refuses to comply with the provisions or terminates this AGREEMENT, the DEPARTMENT, at its discretion, may take either of the following actions: (a) Require the GRANTEE to purchase the property or equipment at fair market value or other mutually agreed upon amount; or (b) require the GRANTEE to transfer the property or equipment and title, if any, to the DEPARTMENT, or to another party, as directed by the DEPARTMENT.
4. Nonexpendable property, defined as property having an acquisition cost of \$5000 or more with a life expectancy of more than one year is subject to periodic inspection by the DEPARTMENT. Nonexpendable property purchased under this AGREEMENT shall not be sold, traded, or disposed of in any manner without the express written permission of the DEPARTMENT.

Q. Official Misconduct and Interference with Public Contracting

The GRANTEE certifies that he/she has not been convicted of Official Misconduct under Section 720 ILCS 5/33-1 for bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the GRANTEE made an admission of guilt of such conduct which is a matter of record, nor has an official, agent or employee of the GRANTEE been so convicted nor made an admission of bribery. Further, the GRANTEE certifies that he/she is not barred from contracting as a penalty for Interference with Public Contracting under Section 720 ILCS 5/33-e-1, et seq.

R. Equal Pay Act of 2003

No employer may discriminate between employees on the basis of sex by paying wages to an employee at a rate less than the rate at which the employer pays wages to another employee of the opposite sex for the same or substantially similar work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions subject to exceptions under Section 820 ILCS 112 as implemented by 56 Ill. Admin Code Part 320.

S. Debt Certification.

The GRANTEE and its affiliates certify they are not delinquent in the payment of any debt to the State of Illinois (or if delinquent have entered into a deferred payment plan to pay the debt), and GRANTEE and its affiliates acknowledge the DEPARTMENT may declare the AGREEMENT void if this certification is false (30 ILCS 500/50-11) or if GRANTEE or an affiliate later becomes delinquent and fails to enter into a payment plan upon request. (30 ILCS 500/50-60).

T. Traffic Stop Statistical Study

If the GRANTEE is a law enforcement agency required to participate in the Traffic Stop Statistical Study, the GRANTEE certifies their compliance with all requirements in accordance with 625 ILCS 5/11-212 and the procedures adopted by the DEPARTMENT.

Section 9. Federal Certifications, Assurances and Conditions of Approval

The GRANTEE assures that in carrying out any project supported by federal funds it will comply with all applicable federal statutes, regulations, executive orders, National Highway Traffic Safety Administration (NHTSA) guidelines, Federal Transit Administration (FTA) Circulars, Office of Management and Budget (OMB) Circulars and other federal requirements as referenced in the NHTSA Highway Safety Grant Management Manual available at: http://www.nhtsa.dot.gov/nhtsa/whatsup/tea21/GrantMan/HTML/00_Man/Contents1_01.html This Grant is funded by federal funds. The Catalog of Federal Domestic Assistance number for the funds supporting this grant is listed on the signature page of this agreement. Further information can be found at: <http://12.46.245.173/cfda/cfda.html>.

The GRANTEE recognizes that federal laws, regulations, policies, and administrative practices may be modified from time to time and those modifications may affect project implementation. The GRANTEE agrees that the most recent federal requirements will apply to the project.

A. Non-Discrimination and Equal Opportunity Assurances in Federally Assisted Programs

The GRANTEE hereby assures to observe and comply with all provisions of Federal and State Constitutions, statutes and implementing regulations pertaining to non-discrimination and equal employment opportunity during the period in which federal assistance is extended to the project, or the project property is used for a purpose for which the federal assistance is extended or for another purpose involving the provision of similar services or benefits, or as long as the GRANTEE retains ownership or possession of the project property, whichever is longer. These assurances of nondiscrimination include but are not limited to:

1. Title VI of the Civil Rights Act of 1964. (42 U.S.C. 2000d et seq. as amended). Prohibition against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on ground of race, color, or national origin. Implemented by 49 CFR Part 21, Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964.
2. Non-Discrimination in Employment and Business Opportunities. (49 U.S.C. 5332 as amended). A person may not be excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance under this chapter because of race, color, creed, national origin, sex, or age. If a person does not comply with the nondiscrimination provision within a reasonable time after receiving notice the DEPARTMENT can withhold further financial assistance, refer the matter to the Attorney General and proceed under Title VI. This section is in addition to Title VI.
3. Title IX of the Educational Amendments of 1972. (20 U.S.C. 1681 et seq. as amended). No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Implemented by 49 CFR Part 25, Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance.

4. Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. (29 U.S.C. 794 as amended). No otherwise qualified individual with a disability in the United States, as defined in section 705(20) of this title, shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Implemented by 49 CFR Part 27, Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.
5. Age Discrimination Act of 1975. (42 U.S.C. 6101-6107 as amended). No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.
6. Drug Abuse Office and Treatment Act of 1972. (21 U.S.C. 1174 as amended). Relating to non-discrimination on the basis of drug abuse and treatment.
7. Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1972. (P.L. 92-616) as amended). Relating to non-discrimination on the basis of alcohol abuse.
8. Sections 523 and 527 of the Public Health Service Act of 1912. (42 U.S.C 290 et seq. as amended). Relating to non-discrimination on the basis of substance abuse and the confidentiality of records.
9. Title VIII of the Civil Rights Act of 1968. (42 U.S.C. 3601 et seq. as amended). Relating to non-discrimination in the sale, rental or financing of housing.

B. Disadvantaged Business Enterprises Program Participation Assurance

In accordance with 49 CFR 26.13(b), as amended, the GRANTEE assures that it shall not discriminate on the basis of race, color, national origin, or sex in the implementation of the project. The GRANTEE further assures it shall take all necessary and reasonable steps as set forth in 49 CFR Part 26 as amended, to ensure nondiscrimination in the award and administration of all third party contracts and sub-agreements. Implementation of the Disadvantaged Business Enterprise (DBE) program is a legal obligation of the DEPARTMENT, and failure by the GRANTEE to carry out the applicable requirements of 49 CFR Part 26 as amended and any requirements of the DEPARTMENT'S DBE program shall be treated as a material breach of this AGREEMENT which may result in the termination of this AGREEMENT or such other remedy as the DEPARTMENT deems appropriate.

C Document Retention and Access

The GRANTEE certifies that it will comply with the retention and access requirements for records established by 49 CFR Part 18, Subpart A, Section 18.42. The required records and documentation relating to the grant and/or contract shall be retained for a minimum of three years after the starting date of the retention period as defined in Section 18.42. The DEPARTMENT or their authorized representative shall have the right of access to any books, documents, papers, or other records of grantees, sub grantees, contractors and subcontractors which are pertinent to the grant and/or contract, in order to make audits, examinations, excerpts and transcripts. The right of access is not limited by the required retention period and shall last as long as the records are retained.

D. Control of Property.

GRANTEE certifies that the control, utilization and disposition of property or equipment acquired using federal funds is maintained according to the provisions of OMB Circular A-102 Grants and Administrative Requirements for State and Local Governments or OMB Circular A-110 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, whichever is applicable.

E. Certification Regarding Lobbying – Certification for Contracts, Grants, Loans and Cooperative Agreements

The GRANTEE shall not use any funds appropriated under this AGREEMENT for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities.

As required by the United States Department of Transportation (USDOT) regulations, "New Restrictions on Lobbying," at 49 CFR 20.110, the GRANTEE'S authorized representative certifies to the best of his or her knowledge and belief that for each agreement for federal assistance exceeding \$100,000:

- a. No federal appropriated funds have been or will be paid, by or on behalf of the GRANTEE, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
- b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the GRANTEE shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The GRANTEE shall require the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants and contracts under grant, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. The GRANTEE understands that this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

F. Certification Regarding Debarment and Suspension

GRANTEE shall comply with Debarment provisions as contained in 49 CFR Part 29, including Appendices A and B as amended. GRANTEE certifies that to the best of its knowledge and belief, GRANTEE and GRANTEE'S principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency.
2. Within a three-year period preceding this AGREEMENT have not been convicted of or had a civil judgment rendered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction, violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in subsection (1) above.
4. Have not, within a three-year period preceding this AGREEMENT, had one or more public transactions (federal, state or local) terminated for cause or default.

The inability of a prospective GRANTEE to certify to the certification in this section will not necessarily result in denial of participation in this AGREEMENT. The prospective GRANTEE shall submit an explanation of why it cannot provide the certification in this section. This certification is a material representation of fact upon which reliance was placed when the Department determined whether to enter into this transaction. If it is later determined that GRANTEE knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department may terminate this Agreement for cause. The GRANTEE shall provide immediate written notice to the Department if at any time the GRANTEE learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this Part shall have the meaning set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.

The GRANTEE agrees that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized, in writing, by the Department. The GRANTEE agrees that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the Department, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. The GRANTEE may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless GRANTEE knows the certification is erroneous. GRANTEE may decide the method and frequency by which it determines the eligibility of its principals. Each GRANTEE may, but is not required to, check the Nonprocurement List. If a GRANTEE knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation, in addition to other remedies available to the federal government, the DEPARTMENT may terminate this AGREEMENT for cause or default.

Nothing contained in this section shall be construed to require establishment of a system of records in order to render in good faith the certification required by this section. The knowledge and information of a GRANTEE is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

G. Drug Free Workplace Act of 1988– Certification for Drug-free Workplace

The GRANTEE certifies that it will comply with 49 CFR Part 29 Subpart F to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the GRANTEE'S workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse, the GRANTEE'S policy of maintaining a drug-free workplace, available employee assistance programs and penalties for violating the policy.
3. Abiding by the notification provisions regarding any criminal drug statute convictions for a violation occurring in the workplace.

H. Single Audit Act Certification

The Illinois Department of Transportation is the agency responsible for administering Illinois' federal highway safety funds on behalf of the Governor. Federal funds are provided for this project by the United States Department of Transportation. This program is listed in the Catalog of Federal Domestic Assistance (CFDA) as "State and Community Highway Safety 20.600-605". The records and supportive documentation for all completed projects are subject to an on-site audit and the DEPARTMENT reserves the right to inspect and review during normal working hours the work product of any independent auditor in support of their audit.

The GRANTEE certifies that it will comply with The Single Audit Act of 1984 (31 U.S.C. 7501 et. seq.), as amended, which requires the following:

1. State or local governments that receive \$500,000 or more a year in federal financial assistance shall have an audit made in accordance with the Office of Management and Budget (OMB) Circular No. A-133.
2. State or local governments that receive less than \$500,000 a year shall be exempt from compliance with the Act and other federal audit requirements.
3. Nothing in this paragraph exempts State or local governments from maintaining records of federal financial assistance or from providing access to such records to Federal Agencies, as provided for in federal law or in Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations".
4. A copy of the audit report must be submitted to the DEPARTMENT within thirty (30) days after completion of the audit, but no later than one year after the end of the local government's fiscal year.
5. One copy of the audit report shall also be sent to:

Bureau of Census, Single Audit Clearing House, 1201 East 10th Street, Jefferson, IN 47132.

Section 10. Federal Taxpayer Identification Number

For individuals and sole proprietors; list Social Security number. For other entities, list Employer Identification Number. Federal Employer Identification Number (FEINS) must NOT be used for sole proprietorships. Under penalties of perjury, the GRANTEE certifies that _____ is its correct Federal Taxpayer Identification Number.

The GRANTEE is doing business as (please check one):

- | | | |
|--|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Real Estate Agent Partnership | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Government Entity | <input type="checkbox"/> Not-for-Profit Corporation | <input type="checkbox"/> Tax Exempt Org (RC-501 (a) Only) |
| <input type="checkbox"/> Medical and Health Care | <input type="checkbox"/> Trust or Estate | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Services Provided Corp | <input type="checkbox"/> Limited Liability Corp (LLC) | |

If you fail to furnish your correct taxpayer identification number to the DEPARTMENT, you are subject to an IRS penalty of \$50 for each such failure unless such failure is due to reasonable cause and not to willful neglect. **Willfully falsifying certifications or affirmations may subject you to criminal penalties, fines and/or imprisonment.**

Non-Law Enforcement

Highway Safety Project
Claim for
Reimbursement Packet

Claim Instructions

Please refer to the following instructions while completing your Claim for Reimbursement;
if additional assistance is needed please contact your assigned grant liaison.

1. **Warrant Issued To:** The applicant agency and address as it appears in the agreement. This must be completed to ensure payment is sent to the correct address.
2. **Claim Number:** Number of this claim, i.e., Claim No. 1-Progress, then Claim No. 2-Progress and so on until Claim No. ____-Final.
3. **Prepared by:** Name, telephone number and e-mail address of individual who prepared the claim.
4. **Project Number:** 10-digit number found in the upper right hand corner of the Project Agreement.
5. **Period Covered:** Dates covered by this claim.
6. **Location of Records:** Indicate the agency and complete mailing address where fiscal records are kept for at least three years after the final claim has been reimbursed.
7. **Project Costs by Budget Category:**
 - A – Approved Budget: Enter the approved federal amount on Page 1 of the Project Agreement. Reflect any approved revisions to the budget that occurred among line items.
 - B – Expended this Period: Summarize the federal expenditures incurred during this claim period.
 - C – Expended to Date: Calculate federal expenditures to date; this claim plus the previous claims.
8. **Amount of Claim:** Enter the total amount to be reimbursed for the claim.
 - The Project Director and Authorizing Representative, as appears in Items 7A and 7B of the Project Agreement must sign the bottom of the claim form.
 - Send the original claim form (with appropriate signatures) and a copy of supporting documentation (see Agreement condition 8E – Method of Payment) to your assigned grant liaison manager.
 - The final claim for reimbursement must be received by the Division of Traffic Safety by November 1, 2007.
 - Allow 6-8 weeks for processing and payment of claims. All evaluation and reporting requirements must be completed before the final claim for reimbursement will be processed for payment.

- **Please review your claim prior to submitting it, as any corrections may result in a delay in reimbursement.**

Attachment A



Illinois Department of Transportation

Division of Traffic Safety
3215 Executive Park Drive / P.O. Box 19245
Springfield, Illinois 62794-9245

Highway Safety Project Claim for Reimbursement

Date: _____

1. Warrant Issued To: _____

2. Claim Number: _____

3a. Prepared By: _____

3b. Telephone Number & E-mail Address: _____

4. Project Number: _____

5. Period Covered: _____

6. Location of Records: _____

7. Project Costs by Budget Category:

	A Approved Budget Federal	B Expended this Period Federal	C Expended to Date Federal
Personal Services			
Fringe Benefits			
Social Security			
Travel			
Contractual Services			
Printing			
Commodities			
Equipment			
Oper/Auto/Equip.			
Indirect Costs			
TOTAL			
8. Amount of Claim			

Certification:

I certify that costs claimed have been incurred for the purposes specified in the Project Agreement.

(Project Director)

(Date)

(Authorizing Representative)

(Date)

Authorization for payment by Division of Traffic Safety:

RECEIVED:

(Division of Traffic Safety)

(Date)

L _____
DATE STAMP

Attachment B

Claim for Reimbursement Cover Sheet

Project Number:
Reimbursement Claim Number:
Budget Category (line item):
Claim Period:

[illegible]

Complete a separate Cover Sheet for each line item category claimed.

Attachment C
For Non-Law Enforcement Grants

Highway Safety Project Agreement
Payroll Calculation Sheet

Pay period of
service: _____

Employee: _____

Program: _____

Approved Pay Rate (per Agreement)

Hourly: \$ _____
Overtime: \$ _____
Monthly
Salary: \$ _____
Pay Period
Salary: \$ _____

Personal Services:	Hours Worked	Rate of Pay	Total
Salaried Employee	Not Applicable		
Hourly Employee		X	= \$
Overtime		X	= \$
Total Gross Salary			\$

Fringe Benefits (employer's contribution)		Amount Paid
I.M.R.F. / T.R.S.	%	\$
Health Insurance (less dependants)	/ per month	\$
Total Fringe Benefits		\$

Social Security (employer's contribution)	Percentage	Amount Paid
F.I.C.A.	%	\$

Total Social Security Benefits	\$
-----------------------------------	----

Attachment D

**Personal Services Time Card
Full Time and Part Time Positions**

Name: _____ Position: _____

Period Covered: _____

Date:															
Highway Safety Project Hours															
Other Assignments															
Leave Time															

Date:															
Highway Safety Project Hours															
Other Assignments															
Leave Time															

Please complete Daily Activity Record (Attachment E) for dates listed above.

**I certify the hours listed above to be
accurate and appropriate for work
performed on the Highway Safety Project
grant.**

(Employee Signature)

(Date)

**I certify the above listed hours were
worked in compliance with the Highway
Safety Project grant.**

(Supervisor Signature)

(Date)

Attachment E

Daily Activity Record

Name of Employee: _____

Month/Year: _____

Date	Activities
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	
26.	
27.	
28.	
29.	
30.	

31.	
-----	--

Attachment F

Number: _____

Agency: _____

Period: From: To:

[illegible]

This certifies that the mileage and reimbursement claimed are a result of project related

activities.

Traveler' Signature: _____

Date: _____

Supervisor's
Signature: _____

Date: _____

Attachment 3

IL CPS Summary Sheet

Thank you for submitting information on the number of car seats you have checked and the number of presentations you have given to further CPS!

Please check one:

Car Seat Safety Check

☐

Fitting Station

☐

Presentation

☐

Name of Contact Person	
Name of Organization	
Contact Person Address	
Phone Number	
Fax Number	
E-mail Address	
Month / Date of Event(s)	
Location of Event	

Please fill out data for car seat safety checks and fitting stations

The total number of "seats" refers to all types of safety seats, travel vests, and safety belts

Total Number of Seats Inspected	
Total Number of Seats that Arrived Correctly Installed	
Total Number of Seats Replaced	
Total Number of Technicians and Instructors who Participated	

Please fill out data for traffic safety presentations

Type of Presentation:	
Total Number of Participants	
Total Number of Technicians and Instructors who Participated	

Listing of Technicians and Instructors who Participated

Name	Technician / Instructor No.	Date of Expiration

Please attach additional sheets listing Technicians / Instructors who participated if needed.

This information can be entered online at www.buckleupillinois.org or faxed to 217-581-8393.

Attachment 4

Child Safety Seat Program

Progress Report Instructions

- 1. Fill in each blank for the top half of the sheet.**
- 2. Complete each box for inventory, number distributed and remaining balance.**
For instance:
 - a. 20 seats purchased for this grant**
 - b. 10 distributed**
 - c. 10 balance**
- 3. Add all totals for column (a) and place in Total box.**
- 4. Do the same for column (b)**
- 5. Subtract total of column (b) from column (a) and insert the number in the box in the lower right hand corner.**
- 6. Attach any recent publicity regarding the project.**

Child Safety Seat Program

Progress Report

Date of this report:

Project Number:

Agency or Organization:

Period Covered:

Prepared by:

Telephone Number:

	(a) Inventory	(b) Number Distributed and/or Unserviceable	Remaining Balance
1. Number of Seats purchased with Grant funds this Fiscal Year			
2. Number of seats in inventory from previous programs/funding (if applicable)			
3. Number of new seats donated (different from No. 2)			
4. Number of seats purchased with Program Income (if applicable)			
Totals			

Attachment 5

Child Safety Seat Program

Program Income Report

Date of this report:

Project Number:

Agency or Organization:

Period Covered:

Prepared by:

Telephone Number:

1. Program Income (balance forward) from previous report 1. \$ _____

2. Number of seats rented or sold (circle one):

a) _____ # of infant seats @ \$ _____ 2a _____

b) _____ # of convertible seats @ \$ _____ 2b _____

c) _____ # of booster seats @ \$ _____ 2c _____

Total Credit (+) 2. \$ _____

3. Number of seats ordered/purchased (with program income money):

a) _____ # of infant seats @ \$ _____ 3a _____

b) _____ # of convertible seats @ \$ _____ 3b _____

c) _____ # of booster seats @ \$ _____ 3c _____

Total Debit (-) 3. \$ _____

4. Program Income Balance *

(Subtract total debit from total credit) Program

Income Balance (=) 4. \$ _____

* must be zero by expiration of project, or September 30.